
EMPLOYMENT OPPORTUNITY

WAREHOUSE OPERATIONS COORDINATOR

(At-Will With Benefits / Full-Time Position)

THE SALARY: \$19.10 hourly, \$3,315 monthly, \$39,775 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to the (7:30AM - 4:30PM, Monday to Friday) work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) is seeking a highly motivated and qualified individual to coordinate and oversee the day-to-day operations of a large "state of the art" warehouse facility housing millions of dollars of inventory to include purchasing, shipping and receiving, inventory control, supervision of warehouse staff and warehouse maintenance. The selected incumbent must possess excellent computer skills, demonstrate very good organizational and multi-tasking capabilities and work overtime as directed.

EXAMPLES OF DUTIES: Under general supervision of the Energy, Education and Environmental Services (EEES) Program Manager, the incumbent shall perform such duties as: Take a "hands-on" approach to the day-to-day warehouse operations to include: shipping and receiving, inventory control, order pulling and preparation and

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.
We care about the entire community, and we are dedicated to helping people help themselves and each other.

truck loading; insure that warehouse is consistently maintained in a clean and orderly manner; develop and implement procedures and policies related to efficient/effective warehouse operations; supervise staff to include work performance evaluation, training, safety and discipline; conduct periodic physical inventories to insure product accountability and timely/accurate reporting in the EEES Program computerized inventory control system; develop, monitor and maintain a variety of computerized reports; assure that safety regulations and agency safety policies are complied with by those working in the warehouse and operating forklifts and other related equipment; maintain proper care and recommend needed repair of all warehouse equipment and vehicles; lift and move heavy equipment weighing up to 85 pounds; perform vacation and temporary relief as required; perform other related duties as assigned.

MINIMUM QUALIFICATIONS: Education / Experience: High school graduation or equivalent and at least two years experience in coordinating or managing all phases of multi-million dollar, fast-paced warehouse operation. Applicants must read, write and speak English at a level appropriate to the position. Knowledge / Abilities / Skills: Considerable knowledge of: Considerable knowledge of warehouse operations procedures and practices; principles and techniques of training and supervision; manual and computerized inventory control systems; communication (oral/written) techniques; report preparation and record maintenance; safety principles and practices. Some knowledge of: accounting and budgetary controls and statistical analysis. Ability to: function with minimal direction and control; effectively communicate and interact with persons at all organizational levels, both internally and externally; lift and move heavy objects/equipment weighing up to 85 pounds; maintain confidentiality; work with both manual and computerized inventory control programs; perform mathematical calculations of average difficulty; maintain the warehouse in a clean and orderly manner; work in a fast-paced working environment; independently follow oral and written instructions. Skills: Proficiently operate standard office equipment including computer hardware and software applications (i.e.) Microsoft Word, Excel, Windows, Outlook, etc. and use the internet to conduct research; operate a forklift and pallet jack.

LICENSE AND PERSONAL VEHICLE: Must possess and maintain a valid California Driver License, be insurable, and have a good driving record; maintain a dependable personal transportation throughout the course of employment. The selected candidate shall be reimbursed at 44.5¢ per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work).

SPECIAL REQUIREMENTS: Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application. Applicants must possess (or be able to obtain within 30 days of hire) a current forklift operator's license.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and/or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have/or be able to obtain (prior to hire date) a checking or savings account.

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.
We care about the entire community, and we are dedicated to helping people help themselves and each other.

APPLICATION: Submit a completed CAPSBC application form to the Operations Division, 696 South Tippecanoe Avenue, San Bernardino, CA 92415. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations Division at (909) 723-1532.

CLOSING DATE: Continuous –
until a sufficient pool of qualified
applicants are identified or until the position is
filled, then the recruitment will be closed.

PUBLICATION DATE: 11/24/08

CAJ:dly

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.
We care about the entire community, and we are dedicated to helping people help themselves and each other.

Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At-Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1532, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to www.sbcounty.gov/capsbc.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.
We care about the entire community, and we are dedicated to helping people help themselves and each other.